

Rural Development
United States Department of Agriculture

RURAL UTILITIES SERVICE

Local Dial-Up Internet Program ***Grant Application Guide*** ***Fiscal Year 2002***

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Rural Utilities Service Local Dial-Up Internet Grant Program

The Local Dial-Up Internet Grant Program is designed to provide financing to furnish, in rural areas, local dial-up Internet access where it does not currently exist. Grant funds may be utilized for the acquisition, construction, and installation of equipment, facilities and systems. Grants will be awarded, on a competitive basis, to entities serving communities of up to 20,000 inhabitants to ensure rural consumers enjoy the same quality and range of telecommunications service as are available in urban and suburban communities.

General Information

!! BEFORE YOU GET STARTED !!

You must read:

- ♦ *The Notice of Funds Availability (NOFA) published in the Federal Register on June 21, 2002.*

A copy is included in this guide as Attachment 16.

This NOFA **MUST** be utilized in conjunction with this application guide. Should any differences result in the interpretation of this Application Guide and the NOFA, the NOFA takes precedence over information contained in this Application Guide.

➤ ***Minimum and Maximum Financing Requests:***

The **maximum size** of a grant application for fiscal year 2002 is \$400,000 and the **minimum size** of an application is \$10,000.

➤ ***When and Where to Submit Your Application:***

GRANT applications must be postmarked by:

August 20, 2002

An original and two copies of a **completed application** must be mailed or hand-delivered by the deadline date. **Applications must be submitted to:**

ROBERTA D. PURCELL
ASSISTANT ADMINISTRATOR
TELECOMMUNICATIONS PROGRAM
RURAL UTILITIES SERVICE
US DEPARTMENT OF AGRICULTURE
STOP 1590, ROOM 4056-S
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20250-1590

Due to the current disruption in mail delivery service, applicants are strongly encouraged to submit applications via express mail or hand delivery to our office.

Applications Delivered by Mail:

Applications must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service (USPS) postmark;
2. A legible mail receipt with the date of mailing stamped by the USPS; or
3. A dated shipping label, invoice, or receipt from a commercial carrier.

If an application is sent through the USPS, either of the following is not accepted as proof of mailing:

1. A private metered postmark; or
2. A mail receipt that is not dated by the USPS.

Applicants should note that the USPS does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Hand:

Applications delivered by hand will be accepted daily between 8:00 a.m. and 4:30 p.m. (Eastern Standard Time), except Saturdays, Sundays and Federal holidays. Individuals delivering applications must provide proper identification to enter the building.

Late applicants will be notified that their applications will not be considered for funding and their applications will be returned.

➤ Definitions:

Internet: A world wide collection of interconnected computer networks and users that share a compatible means of interacting with one another for the purpose of exchanging electronic data.

Local Dial-Up Internet Services: Providing a connection to the internet made using a voice grade circuit to the local public switched telephone network (PSTN) that does not incur any additional or per call charges. Where the PSTN does not support, as an engineering matter, local dial-up access, the Administrator of RUS will consider satellite or other methods of access as meeting the intent of this definition.

Rural Area: Any area of the United States not included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.

For additional information concerning this grant program, please contact the appropriate Telecommunications Program Area Director. A listing of the Directors and the states they serve is provided as Attachment 15 to this application guide. Information about RUS and this application guide can be retrieved electronically ***via the internet*** at:

<http://www.usda.gov/rus/telecom>

Applying for a Grant

Grant Processing

Completed applications must be postmarked no later than August 20, 2002, for funding. Grant applications will be scored in accordance with the provisions of the Notice of Funds Availability published in the Federal Register on June 21, 2002.

Applicant Eligibility

To be eligible to receive a Grant under this program, the applicant must:

- ◆ Be proposing to provide to rural areas local dial-up Internet service where it currently does not exist; and
- ◆ Be legally organized as a public body, commercial company, limited liability company, cooperative, nonprofit, or as a limited dividend or mutual association.

Rurality Requirement

The proposed project must provide local dial-up Internet service to a community that meets the definition of a rural area and that does not currently have such service. A "Rural Population Table" is provided for this computation (**See attachment 4**), and should be based upon 1990 Census Data.

Matching Funds Requirement

!! Important Note !!

**No Matching Funds are
required to apply for a grant
under this program!**

Approved Grant Purposes

Grants shall be limited to costs associated with the initial capital assets associated with the project.

The following are allowable purposes:

YES! Acquiring, constructing, and installing equipment, facilities, and systems to provide local dial-up Internet service; and

YES! Leasing transmission equipment, facilities and systems for up to two years.

Nonduplication

An applicant shall provide RUS with satisfactory evidence to enable the Administrator to determine that no local dial-up internet service, without regard to quality of such service, exists in the area proposed to be served by the applicant using grant funds.

Completing the Grant Application

This section addresses all of the information that must be submitted for an application to be complete and considered for financing:

- | | |
|--|--|
| A. <i>A Completed Application for Federal Assistance (Standard Form 424)</i> | C. <i>Scoring Criteria Documentation</i> |
| B. <i>A Narrative Description of the Project</i> | D. <i>Compliance with Other Federal Statutes and Regulations</i> |
| | E. <i>Supplemental Information</i> |

A. A Completed Standard Form 424, "Application for Federal Assistance"

Complete this form along with a **board of director's resolution** authorizing the funding request, Attachment 1.

B. A Narrative Description of the Project

The narrative description of the project is one of the most important parts of the application. It gives reviewers their first overall view of the area to be served, what problems the residents face, and how the proposed project will help alleviate those problems, increase the quality of life, and provide enhanced opportunities for rural residents. This is your opportunity to briefly discuss the core aspects of the project:

- ◆ *The goals of the project.*
- ◆ *The communities to be served.*
- ◆ *The technologies to be used.*

The narrative brings together all of the bits of information that make your application for financing unique. Be clear and provide convincing links between project and benefits.

◆ *Project Summary*

◆ *Detailed Budget*

◆ *Service Territory*

◆ *Plant Designs*

◆ *Subscriber Forecast*

Project Description

The applicant must provide a detailed description of and budget for the project including the total project cost and a breakdown of any other funding or financial assistance required to complete and sustain the project for a period of at least 5 years. Applicants must provide evidence that all other funds required in addition to funds requested from RUS are committed and will be used for the proposed project. A letter from the organization providing such funds would be a good example of the

evidence required. The applicant must demonstrate its **inability** to undertake the project without grant financing.

The description must address the project's proposed service territory including the communities to be served. A sketch or map showing existing and proposed service areas must be included. A subscriber forecast, by community, must be submitted complete with the basis and justification for the information reported. Include in the justification information concerning the communities' demographics and any new development projects, any long-term service contracts, and market and industry expectations. The applicant must detail the type(s) of service(s) to be provided and the technologies to be utilized. A copy of the project's plant design must also be provided.

◆ *Summary*

◆ *Certified Financial Statements*

◆ *5 Years Pro-forma financial Information*

Financial Information

The applicant must provide a summary explaining how the enclosed financial information, including a detailed justification of the pro-forma financial data, supports the applicant's need for the financing requested for the project. The financial information must show both the

applicant's financial capacity to carry out the proposed work (including the project's feasibility), and the applicant's need for assistance. The applicant must include an income statement (or equivalent revenue and expense reports) and balance sheets (reflecting net worth) for the most recent annual reporting period preceding the date of the application.

Applicants must include sufficient pro-forma financial data to demonstrate feasibility of the project and the financial capability of the project participants to continue a sustainable project for a minimum of 5 years after completion of the project. This documentation should include non-contingent sources of income or revenues that are sufficient to pay all operating expenses including, system maintenance, salaries, training, and any other general operating expenses, and provide for replacement of depreciable items. Applicants must also include depreciation rates, based upon current industry standards, for the equipment being financed. All assumptions must be clearly identified in support of the pro-forma.

♦ *Summary of Impact*

♦ *Questionnaire or Certification*

**Environmental Impact and
Historic Preservation**

Details of the project's impact on the environment and historic preservation must be provided. The application must contain a separate section entitled "Environmental Impact of the Project."

Environmental Information - An "Environmental Questionnaire/Certification" may be used by applicants to assist in complying with the requirements of this section. Attachment 13.

For a proposed project that only involves internal modifications or equipment additions to buildings or other structures, the environmental information normally required

EXCEPTION!

includes a description of the internal modifications or equipment additions, the size of the site in hectares, and the general nature of the proposed use of the facilities once the project is completed, including any hazardous materials to be used, created or discharged, any substantial amount of air emissions, wastewater discharge, or solid waste that will be generated.

♦ *Legal Existence*

♦ *Legal Authority to Contract
with the Government*

♦ *Relevant Experience*

**Evidence of Legal Existence and
Relevant Work Experience**

The applicant must provide evidence demonstrating that its organization is legally recognized under state and Federal law. Satisfactory documentation includes, but is not limited to, certificates from the Secretary of State, State Statutes or Laws establishing your organization, or

an attorney's opinion of counsel. Letters from the IRS awarding tax-exempt status are not considered adequate evidence.

The applicant must also provide evidence demonstrating its organization's legal authority to enter into a Grant agreement with a Federal government agency and perform the activities proposed under the application. Articles of Incorporation, Bylaws, Board Resolutions, excerpts from State Statutes, or an attorney's opinion of counsel are acceptable forms of evidence detailing the above information.

An applicant must provide a written narrative describing its demonstrated capability and experience, if any, in operating an Internet service operation or any project similar to the proposed project. Experience in a similar project is desirable but not required.

Supplemental Information

Please provide any additional information RUS may consider relevant to the application and necessary to adequately evaluate the application, including all other required forms for Federal assistance and compliance with other applicable statutes.

C. Scoring Criteria Documentation

There are three scoring categories that must be addressed by applicants in order to be considered for funding. They are:

1. The ***need*** for services and the ***benefits*** derived from services.

2. The ***economic*** need of the applicant's service area as determined by per capita personal income by County, as determined by the Bureau of Economic Analysis, U. S. Department of Commerce, at www.bea.doc.gov/bea/regional/reis/.
3. Project participation in USDA Federal ***EZ/EC*** (Empowerment Zone and Enterprise Communities) and ***Champion*** communities.

Of the three scoring criteria listed above, two are objective criteria. The objective categories are straightforward indicators that measure the area's economic need and the project's participation in USDA Federal EZ/EC (www.ezec.gov) and/or Champion communities (numbers 2 and 3 above). Included in this application guide are forms that applicants should use to address these criteria, Attachment 3.

The first scoring criterion is a subjective criterion. In addressing this scoring criterion, applicants must describe the unique circumstances involving their proposed project and how they propose to utilize Federal financing provided from this program in conjunction with any other resources to meet their communities' needs. When addressing this criterion, applicants should specifically discuss all aspects of the application that contribute to the scoring criterion. It is important that all of the information regarding this scoring criterion be included in one section titled by that criterion.

Use as many pages as is necessary to address the subjective criterion. In addition, don't be concerned about covering the same aspect of the application in more than one scoring criterion if the aspect fits more than one criterion.

KEY WORDS

Needs, Benefits,
Documentation of
effect upon lives

**The Documented Need for Services and the Benefits
Derived from Services (Up to 40 points)**

Applicants should provide: 1) documentation that explains the economic, informational, communications, entertainment, educational, or health care challenges facing their communities; 2) the proposed plan to address those challenges; 3) how Federal financial assistance can help; and 4) why the project cannot be completed without financial assistance.

Remember, when addressing this scoring criterion, applicants must address the specific needs of the community and how the proposed project will address those needs. Please detail what the community's problems are and how the proposed project, funded in whole or in part by this program, can help. Applicants should attempt to QUANTIFY benefits in terms of outcomes from the project; that is, ways in which peoples' lives, or the community, will be improved. Try to provide estimates of the number of people affected by the benefits arising from the project. Also, please explain why the project cannot be accomplished without Federal financial assistance. Documentation should reference the financial statement information supporting this judgment.

D. Compliance with Other Federal Statutes and Regulations

The applicant is required to submit evidence that it is in compliance with other Federal statutes and regulations as follows:

- ◆ E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375 and as supplemented by regulations contained in 41 CFR part 60, Attachment 5;
- ◆ Architectural barriers, Attachment 6;
- ◆ Flood hazard area precautions, Attachment 7;
- ◆ Assistance and Real Property Acquisition Policies Act of 1970, Attachment 8;
- ◆ Drug-Free Workplace Act of 1998 (41 U.S.C. 701), Attachment 9;
- ◆ E.O.s 12549 and 12689, Debarment and Suspension; (**See 7 CFR 3017.510**), Attachment 10;
- ◆ Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Attachment 11;
 - If the applicant is engaged in lobbying activities, the applicant must submit a completed disclosure form, “Disclosure of Lobbying Activities” (**See 7 CFR Part 3018**); and
- ◆ Non Duplication of Services Certificate, Attachment 12; and
- ◆ Federal Obligations Certification on Delinquent Debt, Attachment 14.

Putting It All Together

The GRANT application should be **assembled** and **tabbed** in the following order: Numbered attachments are provided at the end of this guide for your use. Use only the applicable attachments listed below.

1. An Application for Federal Assistance: Completed Standard Form 424, Attachment 1
2. A Narrative Description
3. The Documented Need for Services and the Benefits Derived from Services
4. Summary Worksheet, Attachment 2
5. Objective Scoring Worksheet, Attachment 3
6. Evidence of Designation of Empowerment Zones and Enterprise Communities or Champion Communities
7. Rural Population Table, Attachment 4
8. Evidence of Legal Existence
9. Evidence of Legal Authority to Contract with Government
10. Certified Financial Statements
11. Pro-Forma Financial Statements
12. Evidence of Funding Commitments from all sources, if applicable
13. Compliance with Other Federal Statutes and Regulations
 - (a) E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375 and as supplemented by regulations contained in 41 CFR part 60, Attachment 5
 - (b) Architectural barriers, Attachment 6
 - (c) Flood hazard area precautions, Attachment 7
 - (d) Assistance and Real Property Acquisition Policies Act of 1970, Attachment 8
 - (e) Drug-Free Workplace Act of 1998 (41 U.S.C. 701), Attachment 9

Local Dial-Up Internet Grant Program Application Guide, FY 2002

- (f) E.O.s 12549 and 12689, Debarment and Suspension; (**See 7 CFR 3017.510**), Attachment 10
- (g) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Attachment 11
 - If the applicant is engaged in lobbying activities, the applicant must submit a completed disclosure form, “Disclosure of Lobbying Activities” (**See 7 CFR Part 3018**); and
- (h) Non Duplication of Services Certificate, Attachment 12
- 14. Environmental Impact and Historic Preservation, Attachment 13
- 15. Federal Debt Certification, Attachment 14
- 16. Supplemental Information (if any)

<i>Sample certificates and forms are included for your use</i>
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Rural Utilities Service

Local Dial-Up Internet Program Federal Forms and Attachments Fiscal Year 2001

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Local Dial-Up Internet Grant Program Federal Forms and Attachments, FY 2002

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

[illegible]

INSTRUCTIONS FOR THE SF 424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item: Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State, if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:
 - "New" means a new assistance award.
 - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
 - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required.
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12. List only the largest political entities affected (e.g., State, counties, cities.)
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, include *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process – see <http://www.whitehouse.gov/OMB/grants/spoc.html>
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

**U.S. Department of Agriculture
Rural Utilities Service**

Summary Worksheet

Please print or type.

Legal Name: _____

Organization Name: _____

Contact Person: _____

Phone Number: _____ Fax Number _____

Web Site (if applicable) _____

Address: _____

Grant Requested	_____
Other Supplemental Funding	_____
Total Project Cost	_____

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 2

**U.S. Department of Agriculture
Rural Utilities Service**

Objective Scoring Worksheet

<p>PER CAPITA PERSONAL INCOME (PCI):</p>	<p>Applicants are awarded points for service in counties where the per capita personal income (PCI) is less than 70% of the national average per capita income. Enter the county name and associated points based upon the statistics compiled by the Bureau of Economic Analysis, U.S. Department of Commerce at www.bea.doc.gov/bea/regional/reis/:</p> <table border="1"> <thead> <tr> <th><i>County</i></th> <th><i>% of Nat. Avg.</i></th> <th><i>Points</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>(1) <i>Total Points</i> _____</p> <p>(2) <i>Total number of counties</i> _____</p> <p><i>Average Points for the Project:</i> <i>Divide (1) by (2)</i> _____</p> <p><i>Award the appropriate number of points based on the PCI for each County listed above.</i></p> <p> <i>0 pts.</i> <i>if</i> $\geq 70\%$ <i>10 pts.</i> <i>If</i> $\geq 60\%$ <i>but</i> $< 70\%$ <i>20 pts.</i> <i>if</i> $\geq 50\%$ <i>but</i> $< 60\%$; <i>30 pts.</i> <i>if</i> $\geq 40\%$ <i>but</i> $< 50\%$; <i>40 pts.</i> <i>if</i> $< 40\%$. </p>	<i>County</i>	<i>% of Nat. Avg.</i>	<i>Points</i>																									<p>_____ pts (up to 40 pts.)</p>
<i>County</i>	<i>% of Nat. Avg.</i>	<i>Points</i>																											
<p>EZ/EC AND CHAMPION COMMUNITY PARTICIPATION:</p>	<p>Award ten points if at least one end user site is located in an EZ/EC (www.ezec.gov). Award five points if at least one end user site is located in a Champion Community. List locations and provide supporting evidence in an attachment to your application.</p>	<p>_____ pts (up to 15 pts.)</p>																											

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 3

**U.S. Department of Agriculture
Rural Utilities Service**

Rural Population Table

Please list each community proposed to be served with the proceeds of the Local Dial-Up Internet Grant and its population based upon 1990 Census data.

<u>Communities Served</u>	<u>Population</u>
1.	
2.	
3.	
4.	
5.	

Note: This table is representative of the information required and does not restrict the applicant to only 5 sites. For more than 5 sites, make a similar table that will contain all proposed sites.

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 4

**U.S. Department of Agriculture
Rural Utilities Service**

Equal Opportunity and Nondiscrimination Certification

All grants made under the Local Dial-Up Internet Grant Program are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR Part 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq.*; 7 CFR Part 15b); and Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90); and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

All recipients of financial assistance from RUS, the prospective primary participant commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Weather Radio Transmitter Grant Program.

The _____ (Grantee)
hereby certifies that, as a prospective recipient under the said Local Dial-Up Internet Grant Program, it will comply with the above reference laws and executive orders.

(Date)

(Authorized Representative's Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 5

**U.S. Department of Agriculture
Rural Utilities Service**

Certificate Regarding Architectural Barriers

All facilities financed with RUS grants that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to, and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. 4151 *et seq.*) and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The _____ (Grantee) hereby certifies, that, as a prospective recipient under the Local Dial-Up Internet Grant Program, it is in compliance, or will be in compliance upon completion of the project, with the above referenced law.

(Date)

(Authorized Representative's Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 6

U.S. Department of Agriculture
Rural Utilities Service

Certificate Regarding Flood Hazard Area Precautions

If the project is located in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001 through 4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

- ___ a) The project is not located in a 100 year flood plain; therefore, no Flood Insurance is required.
- ___ b) The project is located in a 100 year flood plain and the required insurance is or will be provided by:

The _____ (Grantee) hereby certifies, that, as a prospective recipient under the Local Dial-Up Internet Grant Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

(Date)

(Authorized Representative's Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

**U.S. Department of Agriculture
Rural Utilities Service**

***Uniform Relocation Assistance and Real Property Acquisition
Policies Act of 1970 Certification***

The _____ (Grantee) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR Part 24 and 7 CFR Part 21.

Specifically, the _____ (Grantee) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person:

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act;
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons; and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c) (3) of the Uniform Act.

Date

(Authorized Representative's Signature)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 8

**U.S. Department of Agriculture
Rural Utilities Service**

***Certification Regarding Drug-Free Workplace Requirements
Alternative I – For Grantees Other than Individuals***

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

ALTERNATIVE I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street Address

City

County

State

Zip Code

_____ **Check if there are workplaces on file that are not identified here.**

Organization Name

Authorized Representative's Signature

Date

Name Typed or Printed

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

**U.S. Department of Agriculture
Rural Utilities Service**

***Certification Regarding Debarment, Suspension, and Other
Responsibility Matters – Primary Covered Transactions***

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed transaction.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Authorized Representative's Signature

Date

Name Typed or Printed

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 10

**U.S. Department of Agriculture
Rural Utilities Service**

***Certification Regarding Lobbying for Contracts, Grants,
Loans, and Cooperative Agreements***

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (Copies of this form may be obtained from RUS.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Authorized Representative's Signature

Date

Name Typed or Printed

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 11

**U.S. Department of Agriculture
Rural Utilities Service**

Non Duplication of Services Certificate

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements that no facilities using financial assistance will duplicate established local dial-up Internet service.

The _____ (Grantee/Borrower) hereby certifies that as a prospective recipient under the said Local Dial-Up Internet Grant Program, that it will not use RUS grant and/or loan funds to duplicate any established services as referenced above.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 12

**U.S. Department of Agriculture
Rural Utilities Service**

***Local Dial-Up Internet Grant Program
Environmental Questionnaire/Certification***

Environmental Project Summary:

(This description should encompass all construction in the project, no matter the source of funding. It should provide details of how the project will impact the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and insert between the first and second pages.)

If the construction proposed in this application, as described above, will not impact the environment or historic preservation, you may sign the certification indicating that no adverse impact and skip filling out the questionnaire.

CERTIFICATION

I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.

(Signature and Date)

(Print or Type Title)

QUESTIONNAIRE

Note: It is extremely important to respond to all questions completely to ensure expeditious processing of the Local Dial-Up Internet Grant Program application. The information herein is required by Federal law.

Important: Any activity related to the project that may adversely affect the environment or limit the choice of reasonable development alternatives shall not be undertaken prior to the completion of Rural Utilities Service's environmental review process.

Legal Name of Applicant _____

Signature (Type, sign, & date) _____

The applicant's representative certifies to the best of his/her knowledge and belief that the information contained herein is accurate. Any false information may result in disqualification for consideration of financial assistance or the rescission of financial assistance.

I. Project Description - Detailing construction, including, but not limited to internal modifications of existing structures, and/or installation of telecommunications transmission facilities including satellite uplinks or downlinks, microwave transmission towers, and cabling.

1. Describe the portion of the project, and site locations (including legal ownership of real property), involving internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities) for each site.

2. Describe the portion of the project, and site locations (including legal ownership or real property), involving construction of transmission facilities, including cabling, microwave towers, satellite dishes, or disturbance of property of .99 acres or greater for each project site.

3. Describe the nature of the proposed use of the facilities and whether any hazardous materials, air emissions, wastewater discharge, or solid waste will result.

4. State whether or not any project site(s) contain or are near properties listed or eligible for listing in the National Register of Historic Places, and identify any historic properties. (The applicant must supply evidence that the State Historic Preservation Officer (SHPO) has cleared development regarding any historical properties).

5. Provide information whether or not any facility(ies) or site(s) are located in a 100-year floodplain. A National Flood Insurance Map should be included reflecting the location of the project site(s).

II. For projects that involve construction of transmission facilities, including cabling, microwave towers, satellite dishes, or physical disturbance of real property of .99 acres or greater, the following information must be submitted (7 CFR 1703.109(i)(3)).

1. A map (*preferably a U.S. Geological Survey map*) of the area for each site affected by construction (include as an attachment).
2. A description of the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project and a description of the current land use and zoning and any vegetation for each project site affected by construction.
3. A description of buildings or other structures (i.e., transmission facilities), including dimensions, to be constructed or modified.
4. A description of the presence of wetlands or existing agricultural operations and/or threatened or endangered species or critical habitats on or near the project site(s) affected by construction.
5. Describe any actions taken to mitigate any environmental impacts resulting from the proposed project (use attachment if necessary).

Note: The applicant may submit a copy of any environmental review, study assessment, report or other document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other Federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

**U.S. Department of Agriculture
Rural Utilities Service**

Federal Obligations Certification on Delinquent Debt

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? _____ YES _____ NO

Note: Example of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.

If Yes, provide explanatory information.

APPLICANT CERTIFICATION
FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT

The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

Certification

I have read and understand the actions the Federal Government can take in the event that I fail to meet my scheduled payments in accordance with the terms and conditions of my agreements.

Signed: _____

Title: _____

Company: _____

Date: _____

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Local Dial-Up Internet Grant Program.)

Attachment 14

U.S. Department of Agriculture
Rural Utilities Service

Points of Contact

Ken Kuchno

DIRECTOR, EASTERN AREA
TELECOMMUNICATIONS PROGRAM
(202) 690-4673

Alabama
Connecticut
Delaware
Florida
Georgia
Illinois
Indiana
Kentucky
Maine
Maryland
Massachusetts
Michigan
Mississippi
New Hampshire
New Jersey
New York
North Carolina
Ohio
Pennsylvania
Puerto Rico
Rhode Island
South Carolina
Tennessee
Vermont
Virginia
Virgin Islands
West Virginia
Wisconsin

Points of Contact

Jerry Brent

DIRECTOR, NORTHWEST AREA
TELECOMMUNICATIONS PROGRAM
(202) 720-1025

Alaska
Idaho
Iowa
Minnesota
Missouri
Montana
North Dakota
Oregon
South Dakota
Washington
Wyoming

Ken Chandler

DIRECTOR, SOUTHWEST AREA
TELECOMMUNICATIONS PROGRAM
(202) 720-0800

American Samoa
Arizona
Arkansas
California
Colorado
Commonwealth of the Northern Marianas Islands
Federated States of Micronesia
Guam
Hawaii
Kansas
Louisiana
Nebraska
Nevada
New Mexico
Oklahoma
Republic of the Marshall Islands
Republic of Palau
Texas
Utah

DEPARTMENT OF AGRICULTURE
Rural Utilities Service

**LOCAL DIAL-UP INTERNET GRANT
PROGRAM**

Notice of Funds Availability

SUMMARY: The Rural Utilities Service (RUS) announces the availability of grant funds to finance the acquisition, construction and installation of equipment, facilities and systems to provide local dial-up Internet access services in rural America. Two and a half million dollars in grant funds is available, through a Pilot Program, to encourage eligible entities to provide Internet service to rural consumers where such service does not currently exist. This program will provide grant funds, on a competitive basis, to entities serving communities up to 20,000 inhabitants to ensure rural consumers enjoy the same quality and range of telecommunications services that are available in urban and suburban communities. Applications for grant funds will be accepted through August 20, 2002

DATES: Applications for grants will be accepted as of the date of this notice through August 20, 2002. All applications must be delivered to RUS or bear postmark no later than August 20, 2002.

ADDRESSES: Applications are to be submitted to the Rural Utilities Service, U.S. Department of Agriculture, 1400 Independence Avenue, SW., STOP 1590, Room 4056 South Building, Washington, DC 20250-1590.

FOR FURTHER INFORMATION CONTACT: Roberta D. Purcell, Assistant Administrator, Telecommunications Program, Rural Utilities Service, 1400 Independence Avenue, SW., STOP 1590, Washington, DC 20250-1590, Telephone (202) 720-9554, Facsimile (202) 720-0810.

SUPPLEMENTARY INFORMATION:
Information Collection and Recordkeeping Requirements

The reporting and recordkeeping requirements of this Notice have been approved by the Office of Management and Budget (OMB) under Control Number 0572-0125 pursuant to the Paperwork reductions Act of 1995 (44 U.S.C. Chapter 35).

General Information

For FY 2002, \$2.5 million in grants will be made available for the construction and installation of

facilities and for other costs as RUS deems necessary to provide local dial-up Internet services in rural areas where it currently does not exist. This program is authorized by 7 U.S.C. 950 aaa.

Applications

Applications will be accepted as discussed previously in the "Dates" section of this notice. All interested parties are strongly encouraged to contact the RUS official listed in the "For Further Information Contact" section of this notice to discuss its financial needs and eligibility, prior to sending an application to the address listed in the "Addresses" section of this notice. RUS will make available, to interested applicants, an application guide that further details the requirements and procedures for submitting an application. Applications will be scored and processed on a competitive basis.

Use of Grant Funds

Grant funds may be used to finance the acquisition, construction, and installation of equipment, facilities, and systems to provide local dial-up Internet service in rural areas where it currently does not exist. Grant funds may also be used to fund lease costs for transmission equipment, facilities, and systems for up to two years.

Size of Grants

The maximum amount of a grant award to an applicant under this program is \$400,000. The minimum amount to be considered is \$10,000.

Definition of Internet

As used in this notice, the term Internet means a world wide collection of interconnected computer networks and users that share a compatible means of interacting with one another for the purpose of exchanging electronic data.

Definition of Local Dial-Up Internet Services

As used in this notice, the term local dial-up Internet service means a connection to the internet made using a voice grade circuit to the local public switched telephone network (PSTN) that does not incur any additional or per call charges. Where the PSTN does not support, as an engineering matter, local dial-up access, the Administrator of RUS will consider satellite or other methods of access as meeting the intent of this definition.

Definition of Rural Area

As used in this notice, rural area means any area of the United States not included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.

Grant Terms

For FY 2002, \$2.5 million in grants will be made available to eligible applicants. Grants will be awarded to eligible applicants based on their score (starting with the highest scoring application) in comparison to other applications until the \$2.5 million appropriation is utilized in its entirety. The grants will be awarded on a competitive basis, based on the scoring criteria outlined below.

Eligible Applicants

Grants may be made to legally organized entities providing, or proposing to provide, local dial-up Internet services in rural areas. Eligible entities may be public bodies, commercial companies including limited liability companies, cooperatives, nonprofits, and limited dividend or mutual associations.

Matching Funding

No match funding is required.

RUS Findings

(1) Project Sustainability. An applicant shall provide RUS with satisfactory evidence to enable the Administrator to determine that the project utilizing grant funds will be sustainable for a minimum of five years. Factors used in making this determination include, but are not limited to:

(i) Evidence of sufficient revenues from the system in excess of operating expenditures (including maintenance and replacement); and

(ii) Reasonable assurance of achieving market penetration projections upon which the grant is based.

(2) Nonduplication. An applicant shall provide RUS with satisfactory evidence to enable the Administrator to determine that no local dial-up internet service, without regard to quality of such service, exists in the area proposed to be served by the applicant using grant funds.

Grant Application

Applications should be prepared in conformance with the provisions of this notice and applicable USDA regulations including 7 CFR parts 3015, 3016, and 3019. Applicants must submit a completed Standard Form 424, "Application for Federal Assistance," a narrative grant proposal, and all required supporting information and documents. An application must include a project description that contains plant designs, a subscriber forecast, and the basis for that forecast. The narrative must also specifically and clearly address the scoring criteria set out below. Other items include:

- (1) Certified financial statements, if available;

- (2) 5 years of pro-forma financial information, evidencing the sustainability of the project;
- (3) An environmental report, satisfactory to RUS;
- (4) Depreciation rates, based on current industry standards, for the equipment being financed (acceptance of such rates will be subject to RUS approval);
- (5) A sketch or map showing existing and proposed service areas;
- (6) A description of the current level of service available;
- (7) Information on the owners and principal employees' relevant work experience that would ensure the success of the project; and
- (8) All other required forms for Federal assistance and compliance with other applicable Federal statutes.

Review of Grant Applications

All applications for grants must be delivered to RUS at the address listed above or postmarked no later than August 20, 2002, to be considered eligible for FY 2002 grant funding. RUS will review each application for conformance with the provisions of this Notice. RUS may contact the applicant for additional information or clarification. Incomplete applications will not be considered. Applications conforming with this Notice will then be evaluated competitively by a panel of RUS employees selected by the Administrator and points awarded as described in the Scoring Criteria section below. The applications will be ranked and grants awarded in rank order until all grant funds are expended.

Scoring Criteria

Grant awards will be made based on the following scoring criteria as determined by RUS:

(1) The need for services and benefits derived from services (up to 40 points). This criterion will be used by RUS to score applications based on the documentation in support of the need for services, benefits derived from the services proposed by the project, and local community involvement in planning, implementing, and financial assistance of the project. RUS will consider the extent of the applicant's documentation explaining the challenges facing the community; the applicant's proposed plan to address these challenges; how the grant can help; and why the applicant cannot complete the project without a grant.

(2) The economic need of the applicant's service area as determined by per capita personal income by County, as determined by the Bureau of Economic Analysis, U.S. Department of Commerce, at www.bea.doc.gov/bea/regional/reis/ (up to 40

Part 1703, Distance Learning and Telemedicine Loan and Grant Program, FY 2001

points). Applicants will be awarded points as outlined below for service provided in each county where the per capita personal income (PCI) is less than 70 percent of the national average per capita personal income (NAPCI):

- (i) PCI is 70 percent or greater of NAPCI; 0 points;
- (ii) PCI is less than 70 percent and greater than or equal to 60 percent of NAPCI; 10 points;
- (iii) PCI is less than 60 percent and greater than or equal to 50 percent of NAPCI; 20 points;
- (iv) PCI is less than 50 percent and greater than or equal to 40 percent of NAPCI; 30 points;

- (v) PCI is less than 40 percent of NAPCI; 40 points;

If an applicant proposes significant service in more than one county, an average score will be calculated based on each counties' individual scores.

(3) Project services USDA designated EZ/ECs (Empowerment Zone and Enterprise Communities) (10 points) or USDA designated Champion Communities (5 points).

The U.S. Department of Agriculture prohibits discrimination in its programs on the basis of race, color, National origin, sex, religion, age, disability, political beliefs, and marital or family status. (Not all bases apply to all programs.) Persons with disabilities who require alternative means for communications of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center on (202) 720-1127 (TDD). USDA is an equal opportunity employer.

